

Job Description: DEPUTY SHERIFF (TRANSPORT)

CLASS NO. 1038

EEOC CATEGORY: Protective Service Workers

PAY GROUP: 115

FLSA: Non-exempt

SUMMARY OF POSITION:

Fully licensed Peace Officer-assigned to the Jail – responsible for the transport of prisoners and assists the Jail Administrator in processing parole in absentia files.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Jail Administrator.
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with federal state, and local law enforcement agencies, other local officials, community groups and organizations, the media, and the general public.

EXAMPLES OF WORK:

Essential Duties*

Picks up and returns prisoners on bench and arrest warrants.

Transports prisoners; to Court, out-of-county detention.

Other Important Duties*

May perform any other duties of a Deputy Sheriff, as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to: understand and follow written and oral instructions, departmental policy, rules, regulations, and laws; establish and maintain effective working relationships with other law enforcement agencies and the general public; analyze situations and adopt a quick, effective, and reasonable course of action; learn the use and care of vehicles, firearms, and specialized equipment; communicate effectively orally and in Writing; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

*for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

CLASS NO. 1038 (Continued)

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent, plus at least two years of work experience.

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED:

Basic certification by the Texas Commission on Law Enforcement Officer standards and Education at the time of hire and appropriate Texas driver's license.